

# FIRST TIME HOMEBUYER AND EMERGENCY HOUSING ASSISTANCE PROGRAMS



## Purpose

In 2022, the Board of County Commissioners adopted Resolutions R-219-22 and R-445-22 which directed the Mayor to evaluate the feasibility of and provide recommendations for developing a Miami-Dade County (MDC) employee first time homebuyer assistance program ("First Time Homebuyer Program"), which will assist employees to purchase their first home, and emergency housing payment assistance program ("Emergency Housing Assistance Program"), to assist those who may be experiencing unexpected financial hardships or emergencies.

## Scope

This policy applies to all non-bargaining unit MDC employees and all other County employees within collective bargaining units, provided that written consent of the applicable collective bargaining agents is obtained to provide this benefit to bargaining unit employees.

MDC reserves the right to modify this policy at any time in its sole discretion to adapt to housing market conditions.

## Eligibility

- Employees must be employed by the County for at least three years.
- Only annual leave can be cashed out, and at least 80 hours must remain in the employee's annual leave bank.
- Employees may only participate once during County career in either or both programs.

## Purpose of Funds

### First Time Homebuyer Program

Eligible employees will be allowed to cash out annual leave up to a value of \$25,000 gross, which will be subject to applicable federal taxes and included as Florida Retirement System (FRS) wages. Proceeds must be used exclusively for the payment of closing costs and/ or downpayment for the employee's first home and proof of the transaction must be furnished to the Departmental Personnel Representative (DPR) or designee.

### Emergency Housing Assistance Program

Eligible employees will be allowed to make an irrevocable cash out of annual leave not to exceed \$12,000 gross, which will be subject to applicable federal taxes and included as FRS wages. Only rent or mortgage payments on a property which is the **primary** residence shall be permitted. Funds must be used exclusively to pay current or past due rent or mortgage payments, with proof of payment verified by the DPR or designee.

## Procedure

### **Documentation**

Employees must submit proper documentation as indicated below to the DPR or designee who may request other relevant documentation, as necessary, to determine eligibility.

#### First Time Homebuyer Program

The employee must initially submit:

- Completed application form, and
- Purchase contract, and
- Either 1) Loan Estimate or 2) Closing Disclosure. By law, lenders are required to provide the Closing Disclosure three business days before the scheduled closing.

After successful closing, a copy of the Settlement Statement must be provided to the DPR or designee within two weeks after closing, in order to verify that the funds were used in accordance with Resolution R-219-22.

#### Emergency Housing Assistance Program

The employee must initially submit:

- Completed application form, and
- Copy of driver's license (address must match the address on the lease or mortgage statement), and
- Copy of rental agreement indicating the monthly payment. If in arrears, appropriate proof of the period of time in arrears, or
- Copy of mortgage statement or letter, indicating the monthly payment and amount in arrears.

Within two weeks after payment to the appropriate party is made, proof must be provided to the DPR or designee in order to verify that the funds were used in accordance with Resolution R-445-22.

### **Business Process**

The application form and relevant documentation must be submitted to the DPR or designee who will review and approve. The approved package will then be forwarded by the DPR to the Human Resources Department (HR), Personnel Time and Attendance Division for processing. If the request is received in HR by Thursday of non-payweek, the funds, less applicable taxes, will be included in the next paycheck.

## Revocability

#### First Time Homebuyer Program

In the event that the employee does not successfully close, the cash out of annual leave for this Program will be revocable. To initiate restoration of annual leave, the employee must submit a request in writing to the DPR or designee. The request shall be reviewed and upon approval,

forwarded to HR for processing. A lump sum re-payment will be required in order to restore all the annual leave. Partial restoration of leave will not be permissible.

Alternatively, if the employee does not close on the property and keeps the funds with the sole intent of purchasing another home, proof must be provided to the DPR or designee within six months of receipt of funds, that in accordance with Resolution R-219-22, the proceeds were used exclusively to pay for closing costs and/or downpayment on the home. Said proof must be furnished to the DPR or designee within two weeks after the successful closing.

If the employee is unsuccessful in closing on a home within the six month period, the entire amount must be repaid in full and the employee's annual leave restored. Repayments are not subject to the overpayment articles and/or practices of the employees' collective bargaining agreement. Failure to do so may result in discipline, up to and including termination.

#### Emergency Housing Assistance Program

The cash out of annual leave for the Emergency Housing Assistance Program is irrevocable.

## Additional Resources

The HOMES Plan – the latest component of the Mayor's multi-year [Building Blocks Program](#) – includes a full suite of programs that will provide relief to residents across our community, from extremely low-income households to working families. The plan will provide relief to both homeowners and renters, create more housing people can afford by bringing new units online in the immediate short term and building new units, and preserve and enhance existing affordable housing.

<https://www.miamidade.gov/global/government/mayor/building-blocks/homes-plan.page>

Public Housing and Community Development Affordable Homeownership Program

<https://www.miamidade.gov/global/housing/affordable-homeownership-program.page>

Public Housing and Community Development Infill Housing Homebuyer

<https://www.miamidade.gov/global/housing/infill-housing-homebuyers.page>

Miami-Dade Economic Advocacy Trust Homeowner Assistance Program

[https://www.miamidade.gov/global/service.page?Mduid\\_service=ser1532378258174440](https://www.miamidade.gov/global/service.page?Mduid_service=ser1532378258174440)

Community Action and Human Services Rental and Other Assistance

[https://www.miamidade.gov/global/service.page?Mduid\\_service=ser1497555806798351](https://www.miamidade.gov/global/service.page?Mduid_service=ser1497555806798351)

Consumer Financial Protection Bureau

<https://www.consumerfinance.gov/>

<https://www.consumerfinance.gov/owning-a-home/>



MIAMI-DADE COUNTY  
HUMAN RESOURCES DEPARTMENT

FIRST-TIME HOMEBUYER / EMERGENCY HOUSING ASSISTANCE PROGRAM

INSTRUCTIONS

Employees must have at least three years of employment with Miami-Dade County, and at least 80 hours of annual leave must remain in the annual leave bank after the leave is deducted. Employees may cash out the value of leave **not to exceed \$25,000 gross for the First Time Homebuyer Program**, and **\$12,000 gross for the Emergency Housing Assistance Program** for this **one-time election**. Please submit the completed form along with supporting documentation to your Departmental Personnel Representative (DPR) for review and validation, who will then forward to the Human Resources Department (HR) for final processing. To avoid delays, please ensure that the proper documentation is attached to this form. Please note that it may take up to three weeks for the transaction to be processed. Proof of closing, or mortgage or rent payment must be provided to your DPR within two weeks of disbursement.

SECTION I: EMPLOYEE INFORMATION

Last Name	First Name	MI	Employee ID Number
Job Title		Date of Hire	
Department		Email	
Phone Number	Work Phone Number	For which assistance program are you applying? First Time Homebuyer      Emergency Housing Assistance	

SECTION II: COMPLETE THIS SECTION FOR THE FIRST-TIME HOMEBUYER ASSISTANCE PROGRAM (Resolution R-219-22)

Documentation: ( Purchase Contract ☐ AND Loan Estimate ☐ ) OR Closing Disclosure ☐

Expected Closing Date: \_\_\_\_\_ Estimated Closing Costs/ Down Payment: \$ \_\_\_\_\_ Adjusted Hourly Rate<sup>(1)</sup>: \$ \_\_\_\_\_

Annual Leave: Current Balance: \_\_\_\_\_ - No. of Hours Requested to be Cashed Out: \_\_\_\_\_ = No. of Hours Remaining<sup>(2)</sup>: \_\_\_\_\_

<sup>(1)</sup> Less Night Differential      <sup>(2)</sup> At least 80 hours must remain in the annual leave bank after the leave is deducted.

SECTION III: COMPLETE THIS SECTION FOR THE EMERGENCY HOUSING ASSISTANCE PROGRAM (Resolution 445-22)

Documentation: Copy of Driver's License ☐ AND (Recent Mortgage Statement for Primary Residence ☐ OR Rent/ Lease Agreement ☐ )

Monthly Mortgage Payment: \$ \_\_\_\_\_ OR Monthly Rent Payment: \$ \_\_\_\_\_ Adjusted Hourly Rate<sup>(1)</sup>: \$ \_\_\_\_\_

Annual Leave: Current Balance: \_\_\_\_\_ - No. of Hours Requested to be Cashed Out: \_\_\_\_\_ = No. of Hours Remaining<sup>(2)</sup>: \_\_\_\_\_

<sup>(1)</sup> Less Night Differential      <sup>(2)</sup> At least 80 hours must remain in the annual leave bank after the leave is deducted.

SECTION IV: ATTESTATIONS AND ACKNOWLEDGEMENTS

By signing below, I am acknowledging and attesting to the following.

- I am authorizing a **one-time** conversion of a portion of my annual leave to cash for the Program indicated.
- If applying for the First-Time Homebuyer Program, I attest that I am a first-time homebuyer and I will provide proof of the home purchase to my DPR within two weeks after closing. Should I not close on this residence, I have the option to restore my annual leave by submitting a request in writing to my DPR and repaying the annual cash-out amount in a lump sum within two pay periods. I understand that this transaction will not be treated as an overpayment as stipulated in my collective bargaining agreement, if applicable.
- If applying for the Emergency Housing Assistance, I understand and acknowledge that this Program is applicable solely for my **primary** residence and proof of payment must be furnished to my DPR within two weeks of disbursement. The address on my driver's license and the lease or mortgage statement must match, otherwise this application will be denied. I also understand that this transaction is irrevocable.
- I understand that this payment will not be paid in a separate check and will be taxed in accordance with the prevailing Internal Revenue Code.
- I understand that the number of hours that are cashed out will be included as Florida Retirement System (FRS) wages.
- I understand that this request and associated documentation may be subject to an audit.
- I attest that the information provided is accurate and true. I understand and acknowledge that the submittal of any false information may subject me to discipline, up to and including dismissal.
- I understand that night differential will be excluded from the leave payout calculation.

SECTION V: SIGNATURES

	Print Name	Signature	Date
Employee			
Reviewed by (Departmental Personnel Rep.)			
Processed By (Central HR)			
Audited By (Central HR)			

FOR CENTRAL HR USE ONLY

Annual Leave Balance \_\_\_\_\_ - Hours Requested To Be Cashed Out \_\_\_\_\_ = Annual Hours Remaining \_\_\_\_\_

No. of Annual Hours \_\_\_\_\_ X Adjusted Hourly Rate \_\_\_\_\_ = Gross Amount \$ \_\_\_\_\_